

MINUTES
College of Arts and Sciences
Chairs Meeting
January 29, 2007

Present:	E. Throop (ANSW)	S. Zeigler (GOVN)
	H. Goodman (ARTD)	C. Taylor (HIST)
	M. Foster (BIOS)	M. Schlingmann (MTST)
	A. Schick (CHEM)	R. James (MUSC)
	M. Dieckmann (ERTH)	S. Parchment (PHRE)
	J. Wade (ECON)	M. Biermann (PHAS)
	J. Culross (ENTH)	R. Brubaker (PSYC)
	J. Engling (FRLH)	C. Moore (Admin. Intern)
	R. Sambrook (GEOG)	K. Powell (Dean's Office)
	A. Schoolmaster (Dean)	D. Kearns (Admin.Assist)
	T. Otieno (Assoc. Dean)	G. Kuhnhenh (Assoc. Dean)

ABSENT: None

The meeting was called to order at 1:30 p.m. in Library 201.

G. Kuhnhenh provided chairs with an example (handout) of an articulation agreement for future use in developing articulation agreements with BGCTC. B. Shirey (CAS Academic Advisor) will be contacting chairs to identify courses that students could take at BGCTC that would transfer to ECU. This will also include ECU program articulation agreements.

G. Kuhnhenh provided the chairs (handout) with the University Academic Integrity Statement to be included in course syllabi effective Spring 2007. The policy has been approved by CAA. Chairs were asked to share this information with faculty. A. Schick requested that the policy be sent to chairs electronically and G. Kuhnhenh agreed to do so.

G. Kuhnhenh reported that he and M. Bentley met with Mona Isaacs (ITDS Director) and were provided with a list of CAS computer labs. ITDS is looking at upgrading teaching labs (not grant funded research labs) on a three-year basis with like software. ITDS will not maintain/upgrade specialized software. This will be a good move toward software licensing and is also a money savings opportunity. It was also reported that ITDS wants to eliminate old router equipment. In order to make sure ITDS has current and accurate information, chairs were asked to update the list and return it to M. Bentley with a copy to G. Kuhnhenh.

T. Otieno provided the chairs with three handouts related to faculty publications. T. Otieno reviewed the purpose of collecting the information as well as the types of publications that should be listed. T. Otieno also requested that the chairs review the final version of the report before it leaves the office to make sure all listings are appropriate and accurate and include complete citation. Chairs were asked to proofread the 2004/2005 handout and return it to T. Otieno with corrections. T. Otieno will send the documents to chairs electronically but requested that they return a hardcopy with corrections. Chairs will also receive the 2006 blank spreadsheet. Since this information will be gathered each year, and in order to coordinate the gathering of the information with the annual faculty reviews, the annual deadline of March 1 has been set for completing and submitting publication reports to T. Otieno.

T. Otieno provided chairs with a list of college committees that will need replacement memberships next year. All college committee elections will be conducted each March for the following year. The deadline for nominations for next year's committee elections is February 23, 2007. Chairs were asked to review nominee eligibility before forwarding names. T. Otieno also reminded chairs that chairs are eligible to serve on the college curriculum committee. G. Kuhnhenh announced that beginning next year a new timetable for serving on the college curriculum committee will be implemented (1 year, 2 year, and 3 year appointments initially and then will all rotate into 3 year appointments). G. Kuhnhenh stressed the importance of experiences faculty serving on this committee and also the importance of fulfilling ones appointment period.

A. Schoolmaster addressed the President's announcement of the \$1 million one time merit fund. The Provost has been directed to develop a plan for distributing the one time merit funds. Chairs were asked to think about the process and provide workable, fair suggestions. There was a lengthy discussion on issues to be considered.

A. Schoolmaster asked chairs to submit items for an electronic college newsletter. Newsworthy items should be of general appeal not just items of interest specific to one department or listings of publications. Items should be sent directly to M. Bentley.

A. Schoolmaster reported that there have been a large number of overloads this term. Chairs need to remember that overloads are for true emergency situations. There should be no overloads or at best very few.

It was reported that B. Phillips is chairing a task force to look at Extended Campuses.

Chairs were asked to send G. Kuhnenn their reassigned reports for Spring 2007.

A. Schoolmaster reported that the University Promotion and Tenure Committee will meet on Monday, February 5.

A. Schoolmaster reported that he had completed his review of first year non-tenured evaluations. He indicated that he had concerns with several of the reports and would be contacting chairs to discuss what can be done to address shortcomings. A. Schoolmaster again stressed the need to identify shortcomings of non-tenured faculty and also give recommendations for addressing the shortcomings. He noted that for the benefit of the non-tenured faculty member and for the department this is the time to address and document any issues.

A. Schoolmaster reported that 27 applications have been received for the Junior Faculty Summer Research Awards. It is not currently known how many positions will be funded but as many awards as possible will be made.

Chairs were informed that the General Assembly has addressed the shortage of math and science teachers. It was suggested that it might be time of science and math chairs to begin meetings with faculty/chairs in education to discuss a proactive approach to resolving this issue.

A. Schoolmaster reported that four CAS chairs are scheduled for chair evaluations this year. They are E. Throop, A. Schick, J. Wade and S. Parchment. D. Kearns will scheduling appointments with department chair evaluation committee chairs with the dean to begin the process.

A. Schoolmaster reported that some faculty candidates had commented on how nice it would be if faculty had vitas posted on their websites so they could see what faculty are doing. Chairs were encouraged to have faculty post vitas.

G. Kuhnenn noted that many departments have curriculum posted on websites and that much of it is out-of-date or incorrect. He encouraged chairs review and correct postings as soon as possible.

E. Engling announced that Black History Month begins next week. He will be making a presentation on Bob Marley on February 7. He encouraged everyone to participate.

A. Schoolmaster introduced C. Taylor who is filling in for D. Coleman while he is on sabbatical leave this term.

J. Rezaie encouraged chairs to look at QEP online. It has a nice executive summary

There being no other business the meeting was adjourned at 2.47 p.m.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, February 19, 2007 in Library 201.